

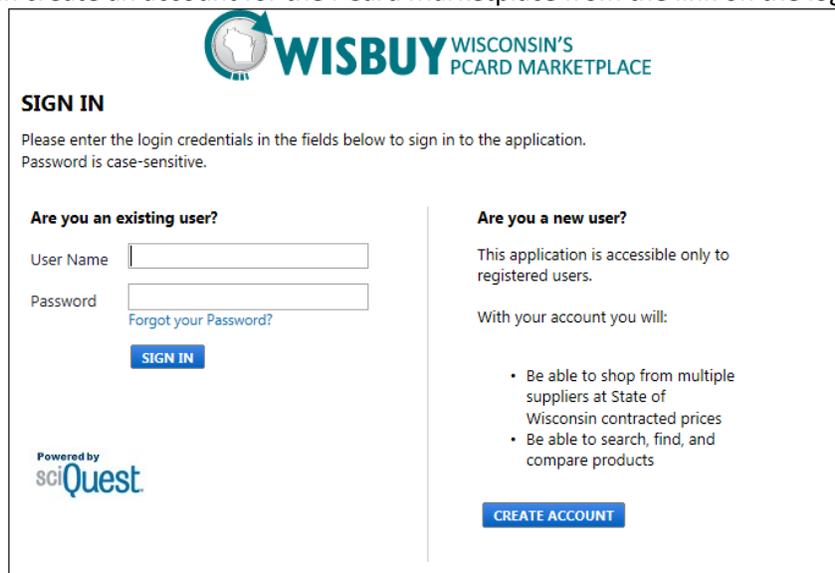
## Admin-Approve & Deny New Users

The PCard Marketplace allows a Business Unit Administrators to create users profiles for their Business Unit (BU). New user profiles can be added in two different ways. Users can create an account form the login page or BU Admins can create an account for a user.

This guide will focus on the steps for BU Admins to approve or deny a registration in the PCard Marketplace.

### User Registration

1. Users can create an account for the PCard Marketplace from the link on the login page.



2. After a user submits the registration an email is sent to the BU Admin (this notification must be set up in the Admin profile).

**NOTE:** To receive notifications this will need to be set up in a user profile. Email and system notification can be set up if system notification are set up the action item flag will have a red box with the number. You can click on the action items icon and a drop down box will appear with a link to Pending User Registrations.



3. When a BU Admin's receives the registration email they can click on the View User Registration link to login the PCard Marketplace to approve the registration.
  - a. After logging into the PCard Marketplace the system opens to the View Pending User Registration screen.

4. User profiles can also be approved from the View Pending User Registration screen. There is an approve button on the right of each pending registration. It is recommended to review user profiles before approving the registration.

Name ^	User Name ^	Phone	Email ^	Business Unit ^	User Experience: Select "Enhanced Functionality" ^	Approval
Arnolde, John	<a href="#">jarnolde</a>	+1 (608) 877-2225	jarnolde@wisc.edu	University of Wisconsin System (28500)	Enhanced Functionality	Approve <input type="checkbox"/>

### Reviewing and approving a user account

5. Before approving a user registration make sure that it is one of your Agency employees.
  - a. Click on the user name to review the profile.
  - b. Review their contact information to make sure this is correct.
  - c. Assign any additional roles to the users profile
  - d. Click on the Administrative Tasks then click on Approve User Registration.
6. The user will then receive an email indicating that they have been approved.

### Reject a User Profile

7. User pending registration can also be rejected by a BU Admin. Profiles can be rejected on the View Pending User Registration screen.
  - a. On the far right of the user registration click in the check box to select the users.
  - b. Then click the Actions button for the drop down box and select Reject selected users.
  - c. The user will be removed from the list.

Site Administration > Manage Users > View Pending User Registrations > User Management - Pending Users

#### View Pending User Registrations

1-15 of 15 Results

Name ^	User Name ^	Phone	Email ^	Business Unit ^	User Experience: Select "Enhanced Functionality" ^	Approval
Arnolde, John	<a href="#">jarnolde</a>	+1 (608) 877-2225	jarnolde@wisc.edu	University of Wisconsin System (28500)	Enhanced Functionality	Approve <input type="checkbox"/>
Bigalke, Rebecca	<a href="#">bigalrawig</a>	+1 (262) 653-7099 ext.0	rebecca.bigalke@wi.gov	Administration (50500)	Enhanced Functionality	Approve <input checked="" type="checkbox"/>

8. The user will receive an email notification that they have been rejected.

Any user registration requests for Agencies that are emailed to the WISBuy Helpdesk will be forwarded to the Agency BU Admin.

For further assistance, please contact [doawispro@wisconsin.gov](mailto:doawispro@wisconsin.gov).